

Our Lady of Light Family Incarnation and St. Francis Campuses Event Scheduling Policy

Revised April 5, 2023

Our Lady of Light Family welcomes stranger and friend alike, sharing our lives and resources with all people...we carry out the ministries of Christ and support the life of the community. We are committed to assisting each other in responding to God's call by loving and caring for those within our community and beyond who need us. We are committed as a community of believers to nourish all in our community of faith by providing educational and spiritual enrichment, and recreational opportunities.

Our parish family facilities, located at the St. Francis of Assisi and Incarnation campuses, are therefore, available for all to use, with the understanding that certain conditions must be met to ensure the safety and security of all, and at the same time taking into consideration insurance, liability, and tax-exempt status requirements for the parish.

The family will maintain one calendar for scheduling all events on the two campuses. A family calendar link will be on the family website(s). Those wishing to reserve a space for an event must submit their "request" via the family CalendarWiz program.

Notes:

- Although every effort will be made to accommodate the desires of parishioners and non-parish organizations, Higher priority events may "bump" lower priority events when necessity warrants such an action. Although this action will occur rarely, those scheduling lower priority events must be aware that this policy is in place and may be used when it is deemed to be necessary by the pastor or his designate. Usually, this action simply requires a function to be moved to a different room.
- The family has one calendar. The online facility calendar must have every event on it that is occurring on our premises. This is the calendar that our maintenance people use to monitor events and schedule cleanings/repairs. This is the calendar we use to manage every room and outdoor space at the parish.
- Concerns and / or questions regarding this policy must be directed to the family Director of Finance and Stewardship.
- All requests will be considered according to the events priority levels as follows:

Event Priority Levels

First Priority (highest priority)

Parish Wide Events (both parish campuses).

Parish wide events are defined as events which impact Our Lady of Light Family and its mission. Such use will take precedence in any scheduling conflict. Parish staff will meet yearly (no later than May) to coordinate their calendar events for the upcoming fiscal year (July 1 - June 30). These events take precedent and may be edited throughout the year by the parish business manager (or his/her designate) as directed by the pastor. Parish staff must submit their fiscal year calendar events via the online calendar website interface. Examples of such events include All liturgical and Worship events, Sacramental events, School events, The Parish Picnic, The Ministry Fair, The Volunteer Appreciation Event, Parish Campus Fish Frys, Maintenance issues, etc.

Second Priority

Parish Ministries and Groups

Ministry and group leaders (as listed on the family website(s)) may request calendar events in June for the upcoming fiscal year. They may also request calendar events throughout the year as needs arise if a space is available. Normally, all requests must be submitted via the online calendar website interface; and include any setup/tear down requests if applicable.

Third priority

Registered Parishioners

Non ministerial events (non-parish events) are not covered under the parish liability insurance program. For the protection of the parish, parishioners, and visitors, a separate liability insurance policy must be obtained for such meetings/events. All the paperwork for the additional liability insurance must be completed by the parishioner 15 days (about 2 weeks) prior to the event. Policy information and details may be viewed and downloaded from the Archdiocesan website: <https://resources.catholicaoc.org/offices/finance/risk-management/insurance-coverages> Because the Incarnation Campus Parish Activity Center (PAC) is heavily used for Our Lady of Light family events and school activities, the PAC is not available to be used by individual parishioners or groups not directly affiliated with the Archdiocese of Cincinnati.

Fourth priority (lowest priority)

Non-Parish Organizations / Groups

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